
Schedule No. **7**

Montana Local Government
Records Committee

**School District
Records Schedule**

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About This Book

<p>Why schedules?</p>	<p>We have created these schedules to help you fulfill your record keeping responsibilities. Records retention and disposition schedules help you manage your records systematically by specifying how long, where, and in what format they will be kept and what their final disposition will be.</p> <p>The Local Government Records Committee, with help from local records custodians, appraised the records and prepared these records retention and disposition schedules. The scheduling process is ongoing and involves close cooperation among local record's custodians, local government officials, and state government agencies whose policies and procedures affect local government records or who have the expertise to provide valuable assistance. If you have suggestions to make about the schedules - changes, additions, questions - please contact the Local Government Records Committee.</p>
<p>What schedules include</p>	<p>Every record series listed on a schedule includes a title (and variant titles if needed for identification), a brief description of the record series' function and its contents (if necessary), a retention period (the length of time the record must be maintained), and a final disposition.</p> <p>General schedules are designed for categories of records that many offices have in common, for example, correspondence and subject files. The Local Government Records Committee also produces specific schedules designed for specific offices.</p>
<p>Related schedules</p>	<p>Records relating to school districts may exist in offices other than the school district itself. For example, school district records are maintained in the Office of the County Superintendent of Schools, the County Treasurer's Office, the County Clerk and Recorder's Office, and the Montana Office of Public Instruction. Records in these other offices may have different retention requirements - and therefore different retention periods - than the same records kept in the school districts. In addition, you may want to obtain a copy of the records retention schedule for related offices.</p> <p>Many times, duplicate documents have a shorter life span than the "record" copy or official copy of a document. This records retention and disposition schedule attempts to identify which documents held by the school district are considered the "record" copy and, whenever possible, identifies which office holds the "record" copy when it is not the school districts.</p>
<p>Records not listed in this schedule</p>	<p>Many school districts still have records that are no longer created and do not conform to the record types listed in this schedule. To prevent the accidental destruction of historically-significant records, school districts must notify the Local Government Records Committee before destroying or otherwise disposing of records that may not appear in this schedule.</p>

Authority

<p>Local Government Records Committee (2-6-401- 2-6-403, M.C.A.)</p>	<p>In 1993 the State Legislature created a Local Government Records Committee to “approve, modify, or disapprove proposals for local government records retention and disposition schedules.” The Committee also can approve or disapprove requests to dispose of or destroy records not on an approved retention schedule; establish categories of records for which a disposal request is not required; respond to requests for technical advice on matters relating to local government records; and provide leadership and coordination in matters affecting the records of multiple local governments</p> <p>The Committee is composed of the State Archivist, the State Records Manager, an Accounting Systems Fiscal Officer from the Local Government Services Bureau’s Systems Program in the Department of Commerce, plus four appointed local records custodians.</p> <p>The State Archives also was given the authority to accept transfers of records that local governments may no longer have room to store themselves. You may want to consider depositing your records with your local library, museum, or historical society. If you decide to deposit them locally, please contact the State Archivist for a deposit agreement form.</p>
<p>Disposition approval (20-1-212, M.C.A.)</p>	<p>An important component of any records management program is the disposition of records that have reached their prescribed retention period. The disposal of any records must be approved by your board of trustees (20-1-212, M.C.A.). See Appendix A for a copy of the “Request and Authorization for Records Disposal” form. It is provided for your convenience. You may prefer to submit your own computer printout or a letter giving the records series title and dates of the records you want to dispose of.</p>
<p>Federal regulations</p>	<p>Always be aware that federal regulations may supersede state regulations. For example, special education and rehabilitative services records are governed by 34 CFR Chapter 3, which states that personally-identifiable information on a child with a disability may be retained permanently unless the parents request that it be destroyed. Even when the parents request that personally-identifiable information be destroyed, a permanent record may be kept of the student’s name, address, phone number, grades, attendance record, classes attended, grade level completed, and year completed. Please see Appendix B for a sample form that may be used to notify parents of the impending disposal of such records.</p>

Definitions

Local government	As defined in 2-6-401, M.C.A., a local government means:
Public records	<ul style="list-style-type: none"> any city, town, county, consolidated city-county, or school district; any subdivision of an entity named above. <hr/> <p>Quoting from 2-6-401, M.C.A., a public record includes “any paper, correspondence, form, book, photograph, microfilm, magnetic tape, computer storage media, map, drawing, or other document, including all copies of the records, <i>regardless of physical form or characteristics</i>, that has been made or received by any local government, in connection with the transaction of official business, and preserved for informational value or as evidence of a transaction and all other records or documents required by law to be filed with or kept by any local government in the state of Montana.”</p>
Records schedule	Being a “public” record does not affect its confidentiality. The proper terminology for confidentiality is whether or not it is an “open” record.
Disposition	<p>A records schedule - or records retention and disposition schedule - is a document providing minimum periods of time records must be retained and instructions for what to do with records no longer needed for current government business.</p> <hr/> <p>Disposition is the actions taken regarding records no longer needed for current government business, including:</p> <ul style="list-style-type: none"> transfer to a storage facility, transfer from one department or government entity to another, transfer of permanent records to an archives, and destruction of temporary records.
Destruction	<hr/> <p>Methods of destroying records include;</p> <ul style="list-style-type: none"> burning, pulping, shredding, macerating, burial, discarding with other waste materials, and selling or salvaging the record medium (e.g., recycling).

Legal Considerations

<p>Privacy versus the Right-to-Know</p>	<p>The Montana Constitution assures citizens of both the right to know (Section 9) and the right to privacy (Section 10). When it comes to public records, these two sections sometimes appear to be in conflict. In addition to the constitutional right to know, 2-6-102 M.C.A., also provides citizens the right to inspect and copy public records. Which is more important, the individual's right to privacy or the right to know?</p> <p>There is a body of case law where Montana courts have done a balancing act between the two sections and decided which is more important in specific instances. These existing cases can be used to provide guidance. Also, it is sometimes possible to provide the information a citizen seeks without allowing the person to look at the confidential portions of the records. This can be done by looking at the records yourself and providing a verbal response to the citizen, or by photocopying and blocking out the confidential information before allowing the citizen to see the document(s).</p> <p>With school records, federal regulations may affect what you do. For example, the Family Educational Rights and Privacy Act (FERPA), which took effect January 1, 1975, restricts access to student grades. This restriction is not retroactive, however, and records created before January 1, 1975, are not restricted. Also, confidentiality rights under FERPA end when the student dies. (See 34 CFR 99 for more details.)</p>
<p>Stopping scheduled destruction of records when a law suit is filed</p>	<p>When in doubt about whether something is confidential and/or whether you have to allow access, consult your lawyer.</p> <p>When a law suit is filed, it is very important that <i>you</i> stop the destruction of records that might be pertinent to the law suit, even if the records have already meet their scheduled retention period. If you continue with the destruction, it may <i>appear</i> to a judge that you intentionally disposed of records that could be needed in the law suit. If the judge thinks you intentionally destroyed records, your local government entity could be sanctioned.</p> <p>If your school district is presented with a subpoena:</p> <ul style="list-style-type: none"> • Immediately tell your lawyer, • Get an explanation from the lawyer about what is involved in the case so you know what records should not be destroyed and so you can help advise the lawyer about what records exist. • Coordinate with your lawyer about what records are needed and when.

Legal Considerations - cont.

<p>Destruction of records by school officer (20-1-212, M.C.A.)</p>	<p>This section states that school district records may not be destroyed without the approval of the board of trustees.</p> <p>(1) Upon the order of the board of trustees, a school officer may destroy records that have met the retention period, as contained in the local government records retention and disposition schedules, and that are no longer needed by the office.</p> <p>To facilitate this requirement, the Local Government Records Committee provides a "Request and Authorization for Records Disposal" form in Appendix A of this schedule.</p> <p>20-1-212, M.C.A., further states:</p> <p>(2) Student records must be permanently kept, and employment records must be kept for 10 years after termination.</p> <p>The Office of Public Instruction determines what constitutes the student's permanent record. This is listed in their manual, <i>Montana School Accreditation Standards and Procedures Manual</i>, and is included in Section IX - Pupil Records in this schedule.</p> <p>Although the law allows you to destroy employment records 10 years after termination, you should consider keeping employment records from the 1960s and 1970s longer because they may not be available anywhere besides your school district.</p>
<p>Destruction of certain financial records (20-9-215 vs 27-2-202, M.C.A.)</p>	<p>Although 20-9-215, M.C.A., provides for a five-year retention for claims, warrants, vouchers, bonds, and receipts, the Montana Local Government Records Committee would have you also look at 27-2-202, M.C.A. This section includes "Time Limits on Specific Kinds of Actions," and states in part:</p> <p>(1) The period prescribed for the commencement of an action upon any contract, obligation, or liability founded upon an instrument in writing is within 8 years.</p> <p>Because of this, the Montana Local Government Records Committee recommends an "audit + 8 years" retention to meet statute of limitation requirements.</p> <p>For further help with financial records, contact Lorin E. Flesjer (406-365-6582) or Marlene Hughes (406-444-3010), Local Government Services Bureau - Systems Program, Montana Department of Commerce.</p>

General Guidelines

<p>Applying retention periods</p>	<p>Retention periods assigned to records are minimums. It is not required that records be destroyed or otherwise disposed of at the end of the minimum. Records may always be kept longer, but they cannot be disposed of sooner. The disposition actions of each school district should depend upon its own needs and capabilities to keep records.</p> <p>For school districts that are not required to have an audit, retention periods begin at the end of the fiscal year in which the records are created. For school districts that are required to have an audit, the retention period begins at the end of the fiscal year when the board of trustees receives the Final Fiscal Year Audit Report.</p>
<p>Microfilming school district records</p>	<p>The Attorney General has ruled that microforms may be considered as a permanent storage medium for public records. School districts may keep and preserve public records through the use of microforms (film or fiche) providing the filming, development, and storage of the camera master meet applicable standards. The State Records Management Bureau in the Secretary of State's Office will test and verify that your film meets the national standards established to ensure its readability twenty years from now. Contact them at: Records Management Bureau, PO Box 202805, Helena, MT 59620-2805 or phone 406-444-9000.</p> <p>When deciding whether or not to film school districts should consider factors such as the retention period of the records to be filmed and the estimated cost of the microfilming. If a microform is chosen as the primary storage medium, the paper records become duplicate records and they may be destroyed without obtaining approval from the Destruction Subcommittee once the film has been verified.</p>
<p>Imaging school district records</p>	<p>The Local Government Records Committee adopted an administrative rule concerning the use of optical imaging for local government records. Optical imaging was designed for fast retrieval by multiple users; it was not designed for long-term storage of records and does not currently meet the requirements for records needing to be stored for ten years or more. For that reason, the following rule is in effect for all local governments:</p> <p>Electronic records storage systems may be used for the daily management, storage, and retrieval of documents. For records whose retention period is 10 years or more, electronic records storage systems may be used if the records also are maintained in paper form or on archival quality microfilm.</p> <p style="text-align: right;"><i>For the complete text see</i> "Administrative Rules of Montana," 44.14.201.203.</p>

Signatures Page

School District Records Schedule

The undersigned members of the Montana Local Government Records Committee approve of the following Records Retention and Disposition Schedule:

Peggy Bourne, *Great Falls City Clerk*

Edward Eaton, *State Records Manager*

Lorin E. Flesjer, *Department of Commerce*

Kathryn Otto, *State Archivist*

Marcia Porter, *Missoula County Records Management*

Bonnie Ramey, *Jefferson County Clerk & Recorder*

Lorraine Van Ausdol, *Gallatin County District Court Clerk*

Approved: August 1997

MONTANA LOCAL GOVERNMENT RETENTION AND DISPOSITION SCHEDULE

SCHEDULE TITLE: **SCHOOL DISTRICTS**

I. ADMINISTRATIVE RECORDS

BOARD RECORDS		
Documents that relate to the development of policy and the operation of the school district. Retention periods begin at the time the records are created.		
Record Series Title and Description	Retention and Disposition	Citation /Comments
1. Annual Budget Document	Permanent	
2. Annual Trustees Financial Summary	Permanent	
3. <u>Board Agenda Packets</u> : a. Agenda packets containing material the board members will use in making decisions. b. Agenda packets containing only an outline of the upcoming meeting.	a. Permanent (1 copy only ; other copies as long as needed) b. All copies: as long as needed; destroy	
4. Board Policies	Permanent (1 copy only; other copies until superseded)	
5. Complaints	Retain 8 years; destroy	

<p>6. <u>Correspondence:</u> Includes incoming and outgoing correspondence, memoranda, and e-mail.</p> <p>a. Permanent correspondence Correspondence and e-mail documenting school policy or the policy process is a prime candidate for permanent retention. Records with permanent value include, but are not limited to: records documenting school policy; records documenting the policy process; records that document how the office is organized and how it functions; its pattern of action and decision-making its policies, procedures, and achievements, and that serve to substantiate the accountability of the office.</p> <p>b. Non-permanent correspondence:Transitory Correspondence and e-mail that, while part of school business is purely informational with a very short time-value. Examples include routine correspondence for which a record is needed only for the current school year, such as outgoing transmittal/cover messages that do not add information to that contained in the transmitted material ("enclosed please find..."); routine questions and answers that require no administrative action, no policy decision, and no special compilation or research for reply ("our address is ...," "the deadline is...," "please send 10 copies of..."); thank-you, acknowledgments, congratulations; information copies of correspondence on which no documented administrative action was taken;memorandaandcorrespondencegenerated by another entity and kept by your school for reference purposes.</p>	<p>a. Permanent (recommend keeping the most recent 3 years in the office; after that may be transferred to a permanent storage facility)</p> <p>b. Review annually and destroy when no longer needed for administrative purposes</p>	
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MONTANA LOCAL GOVERNMENT RETENTION AND DISPOSITION SCHEDULE

SCHEDULE TITLE: **SCHOOL DISTRICTS**

I. ADMINISTRATIVE RECORDS - cont.

BOARD RECORDS - cont.		
Record Series Title and Description	Retention and Disposition	Citation /Comments
<p>7. <u>Correspondence</u>: Includes incoming and outgoing correspondence, memoranda, and e-mail.</p> <p>c. Non-permanent correspondence: Destroy/delete at will The following materials are not records and may be destroyed/deleted at any time, unless they become part of some official record as a result of special circumstances. Incoming transmittal/cover messages that do not add information to that contained in the transmitted material ("enclosed please find copies of..."); unofficial employee activities (parties, softball games, etc.); internal office announcements ("Ms. Jones is here to see you," "Joe Smith called, please call back," "is this afternoon's meeting still on?"); quasi-official notices (notices of holidays, charity appeals, etc.); junk mail; list serve messages, other than those you post in your official capacity.</p>	Destroy/delete at will	
8. Deeds/Easements	Permanent	
9. Legal Opinions	Retain 8 years; destroy	
10. Long Range Planning Reports	Retain 8 years; destroy	
11. Management Procedures	Permanent	
12. Minutes of Meetings: Board of Trustees	Permanent	
13. Minutes of Meetings: Citizens Advisory	Permanent	
14. Minutes of Meetings: Committees of the Board of Trustees	Permanent	
15. Minutes of Meetings: Management Team	Retain 3 years; destroy	
16. Minutes of Meetings: Staff	Retain 3 years; destroy	
17. Newsletters/Bulletins	Permanent (1 copy only)	May be kept by the school library
18. Operation and Procedural Manuals	Permanent (1 copy only)	
19. Petitions	Retain 8 years; destroy	
20. Referendum Results	Permanent	
21. Special Project Studies/Reports	Permanent (1 copy)	Permanent copy may be retained in the minutes

MONTANA LOCAL GOVERNMENT RETENTION AND DISPOSITION SCHEDULE

SCHEDULE TITLE: **SCHOOL DISTRICTS**

I. ADMINISTRATIVE RECORDS - cont.

BUILDINGS AND GROUNDS RECORDS		
Record Series Title and Description	Retention and Disposition	Citation/Comments
1. Abstracts/Deeds/Title Papers/Mortgages/Easements	Permanent	
2. Architectural Blueprints	Retain for life of building (unless the building is on the National Register of Historic Places, then keep permanently)	
3. Boiler Records (Inspection)	Retain 8 years; destroy	
4. Building and Site Data Books	Permanent	
5. Building Permits	Retain 8 years after acceptance; destroy	
6. Capital Instruction Books (Building)	Retain until superseded; destroy	
7. Chemical Wastes Manifest	Permanent	
8. Electrical Directories	Retain for life of building	
9. <u>Fixed Assets - Inventory and Detail:</u> a. Allowance for depreciation, buildings b. Allowance for depreciation, improvements c. Allowance for depreciation, machinery and equipment d. Buildings e. Construction work in progress f. Improvements other than buildings g. Land h. Land acquired by tax deed i. Machinery and equipment	a. Permanent b. Permanent c. Permanent d. Permanent e. Permanent f. Permanent g. Permanent h. Permanent i. Permanent	
10. Engineering Tracings	Retain for life of building	
11. Maintenance Reports	Retain 8 years; destroy	
12. School District Boundaries/Plats/Surveys (including acknowledge of changes)	Permanent (1 copy only)	
13. Specifications	Retain for life of building	
14. Tool and Equipment Inventory	Retain for life of building	

MONTANA LOCAL GOVERNMENT RETENTION AND DISPOSITION SCHEDULE

SCHEDULE TITLE: **SCHOOL DISTRICTS**

I. ADMINISTRATIVE RECORDS - cont.

GRANT/PROGRAM FILES		
Record Series Title and Description	Retention and Disposition	Citation /Comments
1. Pre-Award Documents Grant applications, budgets, “plans,” etc., including all surveys and information gathered to assess need, allocate grant funds, determine eligibility, etc.	Retain all grant documents in accordance with federal or state program requirements applicable to each program (grantor agency should supply details)	NOTE: The state statute of limitations on bringing legal action involving obligations and contractual agreements for instruments in writing extends 8 years
2. Award Documents Grant award letters and other documentation of grant allocations	Retain transaction documents in accordance with “Finance Records” section of this schedule	
3. Financial Reports Quarterly, annual, or other reports required by the grantor agency, including grant close-out reports, cash requests, etc.	Retain student records in accordance with “Pupil Records” section	
4. Non-Fiscal (Program) Evaluation Reports Quarterly, annual or other reports required by the grantor agency to document program effectiveness, achievement of results, etc., including program close-out reports	Retain employment records in accordance with “Personnel Records” section	
The following is a list of some of the federal/state programs that could be a part of the “Grant/Program Files”: <u>DEPARTMENT OF AGRICULTURE</u> School Food Commodity Distribution Program School Food Breakfast School Food Lunch School Food Milk Program School Food Snacks School Food Summer Program School Food Nutrition and Training <u>DEPARTMENT OF HEALTH AND HUMAN SERVICES</u> Acquired Immunodeficiency Syndrome (AIDS) <u>DEPARTMENT OF LABOR</u> Job Training Partnership Act School to Work <u>DEPARTMENT OF TRANSPORTATION</u> Driver Safety <u>NATIONAL SCIENCE FOUNDATION</u> Mathematics Education (SIMMS) <u>COMMISSION ON NATIONAL AND COMMUNITY SERVICE</u> Learn and Serve America (Montana)		

MONTANA LOCAL GOVERNMENT RETENTION AND DISPOSITION SCHEDULE

SCHEDULE TITLE: **SCHOOL DISTRICTS**

I. ADMINISTRATIVE RECORDS - cont.

GRANT/PROGRAM FILES - cont.
<u>DEPARTMENT OF EDUCATION</u> Adult Education - State Administered Program Bilingual Education Civil Rights Program - SEA/National Origins\Race and Sex Desegregation ESEA Title 1 (Chapter 1) Educationally Deprived Children - Part A ESEA Title 1 (Chapter 1) Migrant Education IDEA Part B (Handicapped) IDEA Part D - Personnel Preparation (Handicapped) Indian Education - LEA's and Tribal Schools LaserCat Grant (LSCA) Title VIII, (PL 81-874) School Assistance in Federally Affected Areas Vocational Ed - Basic (Competitive) Grants to States Vocational Education - Consumer Homemaking Women's Educational Equity Title IX Part C ESEA Title VI (Chapter 2) \Educational Improvement Women's Educational Equity Title IX Part C ESEA Title VI (Chapter 2)\Educational Improvement Removal of Architectural Barriers (Handicapped) Emergency Immigrant Education Federal Math/Science - Dwight D. Eisenhower, Title IV Preschool Incentive Grant (IDEA Handicapped) Vocational Ed - Community Based Organizations Drug Free Schools - Title II Adult Education for the Homeless Education of Homeless Children and Youth - McKinney Homeless Star Schools ESEA Title I (Chapter 1) Even Start/LEA ESEA Title I (Chapter 1) Even Start/Migrant Framework for Aesthetic Literacy ESEA Title I (Chapter 1) Capital Expenses ESEA Title I (Chapter 1) State Improvement Program Grants Adult Education - English Literacy Vocational Education - Tech Prep Foreign Language Assistance Vocational Education - Facilities, Equipment & PIA

MONTANA LOCAL GOVERNMENT RETENTION AND DISPOSITION SCHEDULE

SCHEDULE TITLE: **SCHOOL DISTRICTS**

I. ADMINISTRATIVE RECORDS - cont.

STATISTICAL RECORDS		
Record Series Title and Description	Retention and Disposition	Citation /Comments
1. Additional Personnel-Unfilled Vacancies/ Uncertified/Emergency Licenses	Retain 1 year; destroy	
2. District Support Staff	Maintain source documents permanently	
3. List of School Personnel Who are Retiring at the End of the School Year	Retain 1 year; destroy	
4. Montana School Directory	Retain 1 year; destroy	
5. Permanent Record Cards (record of student grades by term and personal identifying data)	Permanent	Transfer to individual student cumulative record
6 School District Staff and Teacher Personnel Report	Maintain source documents permanently	
7. School District Statistical Report	Maintain source documents permanently	
8. <u>School Enrollment</u> : a. Absence slips b. Attendance records and tardy sheets c. Daily attendance class record books d. Daily class slips e. Enrollment survey	Retain 1 year past audit; destroy	

MONTANA LOCAL GOVERNMENT RETENTION AND DISPOSITION SCHEDULE

SCHEDULE TITLE: **SCHOOL DISTRICTS**

I. ADMINISTRATIVE RECORDS - cont.

TRANSPORTATION RECORDS		
Record Series Title and Description	Retention and Disposition	Citation/Comments
1. Bus Drivers, Lists of	Retain 2 years; destroy	
2. Bus Transportation Contracts	Retain 8 years after expiration; destroy	
3. Field Trips: Financial Statements for Out-of-District Trips	Retain 8 years; destroy	
4. Field Trips: Permission Requests	Retain 2 years; destroy	
5. Minutes of Meetings: Transportation Committee	Permanent	
6. Parent or Individual Transportation Contracts	Retain 8 years; destroy	
7. School Bus Inspection (Form TR-13)	Retain 5 years; destroy	In case of bus accident, retain inspection until all threat of litigation is past (8 years)
8. School District Application for Registration of School Bus and Reimbursement (Form TR-1)	Retain 5 years; destroy	
9. School District Claim for State Reimbursement for School Bus Transportation (Form TR-6)	Retain 5 years; destroy	
10. Bus Driver Certificates (Form TR-35)	Retain until superseded; destroy	
11. Bus Accident Form (Form TR-7)	Permanent	
12. Drug and Alcohol Testing Records	Retain 5 years; destroy	
13. Ridership Count List (Form TR-2 or facsimile)	Retain 5 years; destroy	
14. School District Claim for State Reimbursement for Individual and Isolated	Retain 5 years; destroy	
15. Transportation (Form TR-5)	Retain 5 years; destroy	

MONTANA LOCAL GOVERNMENT RETENTION AND DISPOSITION SCHEDULE

SCHEDULE TITLE: **SCHOOL DISTRICTS**

II. ELECTION RECORDS

Record Series Title and Description	Retention and Disposition	Citation /Comments
1. Absentee Ballot Logs	4 years; destroy	MCA 13-13-233
2. Ballots: Local Government	1 year (if no recount is pending) In addition to retaining ballots, you will need to keep any electronic device or related software necessary to read the ballots. Example - If you use a ballot that does not have the names of the candidates printed directly on the ballot, but use an electronic counting board to do the canvass, you need to save the counting board. You will need to retain anything necessary to run a recount	MCA 13-1-303
3. Candidates Filing Sheets or Petitions	Term of office; destroy	
4. Candidates, Register Of	4 years; destroy	
5. Canvass Books: Official County	Permanent	
6. Certificates of Election or Appointment	Permanent	
7. Petitions: Local (originals)	8 years; destroy	
8. Petitions: Statewide (copies)	3 months after the date of the election specified in the petition unless a court action is pending on the sufficiency of the petition	MCA 13-27-305
9. Poll and Tally Books	4 years; destroy	
10. Precinct Registers	4 years; destroy	
11. Registration Cards (original cards, latest change of address, and cancellations)	Permanent	Microfilm if possible

MONTANA LOCAL GOVERNMENT RETENTION AND DISPOSITION SCHEDULE

SCHEDULE TITLE: **SCHOOL DISTRICTS**

III. FINANCE RECORDS

Record Series Title and Description	Retention and Disposition	Citation/Comments
1. A-101 (County Treasurer's receipts)	8 years; destroy	County Treasurer retains original
2. Abandonment Records	Permanent	
3. Accident Reports	8 years; destroy	
4. <u>Agreements</u> : a. Child nutrition agreements b. Cooperative agreements c. Overtime agreements d. Tax sheltered savings agreements e. Tuition agreements	8 years after expiration; destroy (retention periods begin at the time the records are created)	
5. Annual Trustees Financial Summary (TFS)	Permanent	
6. Annual Audit Reports	3 years if filed with state; if not filed with state it becomes a permanent file	
7. Annual Final Budget Document	Permanent	
8. Bank Deposit Receipts	Until one year past audit; destroy	
9. Bank Statements	Until one year past audit; destroy	
10. Boundary Records (of school districts)	Permanent	
11. Bid Letting and Acceptance	8 years; destroy	
12. Budget Revision/Equipment Approval	8 years; destroy	
13. Budget Amendment Approvals (resolutions)	Retain with final annual budget document (see #7)	
14. Budget Line Item Transfers	8 years; destroy	Should also be part of Board minutes
15. Budget Transactions	8 years; destroy	
16. Budget Trial Balances	8 years; destroy	May be microfilmed
17. Canceled Bonds of Indebtedness and Interest	8 years; destroy	
18. Canceled Interest Coupons	8 years; destroy	
19. Canceled General Voucher Checks/Warrants	8 years; destroy	
20. Certification of Referendum Amount	8 years; destroy	

MONTANA LOCAL GOVERNMENT RETENTION AND DISPOSITION SCHEDULE

SCHEDULE TITLE: **SCHOOL DISTRICTS**

III. FINANCE RECORDS - cont.

Record Series Title and Description	Retention and Disposition	Citation /Comments
21. Chart of Accounts	Retain until superseded by OPI; destroy	
22. Claims	8 years; destroy	
23. Claims Approval List	8 years; destroy	Should be retained in the Board of Trustees minutes
24. Claims/Payroll Transmittals	8 years; destroy	
25. Consolidation/Annexation Records	Permanent	
26. Contracts for Contest Officials	1 year; destroy	
27. Contracts for Athletic Officials	1 year; destroy	
28. County Treasurer Monthly Cash Reports	8 years; destroy	
29. County Treasurer Monthly Reconcilements	8 years; destroy	
30. County Treasurer Reconciliation - Outstanding Warrants Reports	8 years; destroy	
31. County Treasurer Statement of Revenues/Expenditures and Balance Sheets	8 years; destroy	
32. Copy and/or List of Check/Warrants	8 years; destroy	
33. Damage, Loss, Accident Reports	8 years; destroy	
34. Disbursement and Receipt Journal	8 years; destroy	
35. Disbursement of Warrants Register	8 years; destroy	
36. Duplicate Warrants	8 years; destroy	
37. Eligibility for Federal/State Property	8 years; destroy	
38. Federal Tax Form 941	8 years; destroy	
39. Federal Tax Withholding/Deposits	8 years; destroy	
40. <u>Food Service Records:</u> a. Application/agreement/policy statements for nutrition programs b. Applications for free and reduced price meals c. Bank statements (deposit tickets/checks) d. Commodity register e. Joint agreement/vendor - compensation	a. 8 years; destroy b. 8 years; destroy c. 8 years; destroy d. 8 years; destroy e. 8 years; destroy	

MONTANA LOCAL GOVERNMENT RETENTION AND DISPOSITION SCHEDULE

SCHEDULE TITLE: SCHOOL DISTRICTS

III. FINANCE RECORDS - cont.

Record Series Title and Description	Retention and Disposition	Citation /Comments
40. <u>Food Service Records - cont:</u> f. Notices of allocation g. Verification summary/documentation h. Daily participation record (by building) (lunch, breakfast 7 day kindergarten milk) i. Menus/production record (lunch and breakfast) j. USDA - donated food estimates k. Health inspections l. Quarterly financial report m. Donated food distribution program n. Monthly inventory records o. A la carte, lunch, breakfast, 7 day kindergarten milk program sales records	f. 8 years; destroy g. 8 years; destroy h. 8 years; destroy i. 8 years; destroy j. 8 years; destroy k. 8 years; destroy l. 8 years; destroy m. 8 years; destroy n. 8 years; destroy o. 8 years; destroy	
41. Fund Ledgers	8 years; destroy	
42. General Ledger/General Journal/All Funds	8 years; destroy	
43. Indirect Cost Rate Approval - Schools	Audit plus 1 year; destroy	
44. Insurance Policies	8 years after expiration; destroy	
45. <u>Insurance Records:</u> a. Bid specifications b. Bids c. Insurance-health-master spreadsheet d. Notice of cancellation e. Premium statements f. Policies g. Reports h. Student insurance	a. 8 years; destroy b. 8 years; destroy c. 8 years; destroy d. 8 years; destroy e. 8 years; destroy f. 8 years after expiration; destroy g. 8 years; destroy h. 8 years after high school graduation; destroy	
46. Invoices	8 years; destroy	
47. Monthly Reports - Budget & Finance	8 years; destroy	
48. <u>Outstanding Long-Term Indebtedness Statements Includes:</u> a. Long-term bonds b. Long-term notes c. Short-term notes d. Refunding bonds e. Land contracts f. Certificate of bond sale g. Schedule of bond retirements	a. 8 years; destroy (if original is maintained by county) b. 8 years; destroy c. 8 years; destroy d. 8 years; destroy e. 8 years; destroy (if original is maintained by county) f. 8 years; destroy g. 8 years; destroy	

MONTANA LOCAL GOVERNMENT RETENTION AND DISPOSITION SCHEDULE

SCHEDULE TITLE: **SCHOOL DISTRICTS**

III. FINANCE RECORDS - cont.

Record Series Title and Description	Retention and Disposition	Citation /Comments
49. Petty Cash Records	8 years; destroy	
50. Phone Logs	8 years; destroy	
51. Purchase Order Requisitions	8 years; destroy	
52. Pupil Instruction Related Days (PIR)	8 years; destroy	
53. Purchase Orders (copies/duplicates)	8 years; destroy	
54. Receiving Reports/Receipts	8 years; destroy	
55. Reports of Financial Reviews (as required)	3 years if filed with state; if not filed with state becomes a permanent file	
56. Sanitation Reports	8 years; destroy	
57. School District Investment Reports and Records	8 years; destroy	
58. School District Receipts	8 years; destroy	
59. State Aid Reports	8 years; destroy	
60. School Receipts	8 years; destroy	
61. State or County Superintendent Acknowledgment of District Boundary Changes	8 years; destroy	
62. State Transportation Reports	8 years; destroy	
63. Tax Sheltered Annuities	8 years; destroy	
64. Tax Levy Reports	8 years; destroy	
65. Tuition Claim (invoice) for Non-Residents	8 years; destroy	
66. Vendor Files	8 years; destroy	
67. Year-end Encumbrances	8 years; destroy	
68. Year-End Trial Balances	Permanent	
69. Year-to-Date Transaction Files	8 years; destroy	

MONTANA LOCAL GOVERNMENT RETENTION AND DISPOSITION SCHEDULE

SCHEDULE TITLE: **SCHOOL DISTRICTS**

IV. GENERAL RECORDS

Record Series Title and Description	Retention and Disposition	Citation /Comments
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<p>1. <u>Correspondence:</u> Includes incoming and outgoing correspondence, memoranda and e-mail.</p> <p>a. Permanent correspondence Correspondence and e-mail documenting school policy or the policy process is a prime candidate for permanent retention. Records with permanent value include, but are not limited to: records documenting school policy; records documenting the policy process; records that document how the office is organized and how it functions; its pattern of action and decision-making; its policies, procedures, and achievements, and that serve to substantiate the accountability of the office.</p> <p>b. Non-permanent correspondence: Transitory Correspondence and e-mail that, while part of school business, is purely informational with a very short time-value. Examples include routine correspondence for which a record is needed only for the current school year, such as outgoing transmittal/cover messages that do not add information to that contained in the transmitted material ("enclosed please find..."); routine questions and answers that require no administrative action, no policy decision, and no special compilation or research for reply ("our address is...", "the deadline is...", "please send 10 copies of..."); thank-yous, acknowledgments, congratulations; information copies of correspondence on which no documented administrative action was taken; memoranda and correspondence generated by another entity and kept by your school for reference purposes.</p> <p>c. Non-permanent correspondence: Destroy at will The following materials are not records and may be destroyed/deleted at any time, unless they become part of some official record as a result of special circumstances. Incoming transmittal/cover messages that do not add information to that contained in the transmitted material ("enclosed please find copies of..."); unofficial employee activities (parties, softball games, etc.); internal office announcements ("Ms. Jones is here to see you," "Joe Smith called, please call back," "is this afternoon's meeting still on?"); quasi-official notices (notices of holidays, charity appeals, etc.); junk mail; list serve messages, other than those you post in your official capacity.</p> <p>d. Non-permanent correspondence: Reading files Copies of outgoing communications arranged chronologically and maintained for periodic review by staff; these copies are <i>in addition to</i> copies kept in either the Permanent or Transitory Correspondence files.</p>	<p>a. Permanent (recommend keeping the most recent 3 years in the office; after that may be transferred to a permanent storage facility; permanent e-mail should be printed and filed with the school's regular paper files to avoid incompatibility and migration problems)</p> <p>b. Review annually and destroy when no longer needed for administrative purposes</p> <p>c. Destroy/delete at will</p> <p>d. Retain until no longer needed for administrative purposes; destroy</p>	
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MONTANA LOCAL GOVERNMENT RETENTION AND DISPOSITION SCHEDULE

SCHEDULE TITLE: SCHOOL DISTRICTS

IV. GENERAL RECORDS - cont.

Record Series Title and Description	Retention and Disposition	Citation /Comments
<p>1. <u>Correspondence - cont.:</u></p> <p>e. Suspense/tickler/follow-up files Files arranged in chronological order as a reminder that an action is required on a given date or that a reply to action has not been received and should be traced on a given day.</p>	Incorporate into the Permanent Correspondence files if appropriate; if not, destroy after action has been taken	
<p>2. <u>Drafts/Working Papers:</u></p> <p>a. Permanent drafts/working papers Draft documents or working papers that are circulated, that propose or evaluate high-level policies or decisions <i>and provide unique information</i> that contributes to the understanding of major decisions of the school; and drafts circulated for comment, <i>which demonstrate significant revisions.</i></p> <p>b. Non-permanent drafts/working papers Project background records, studies, analyses, notes, preliminary drafts, interim reports, <i>which have been summarized in a final report or other form.</i></p>	<p>a. Permanent</p> <p>b. Final Report: Permanent Drafts/working papers: Retain 1 year after final action is taken; destroy</p>	
<p>3. Duplicates Duplicate copies of other documents retained only for convenience.</p>	Destroy when no longer needed	
<p>4. Reference Files Copies of documents retained strictly for reference and informational purposes and are not part of the official files. These include copies of reports, studies, special compilations of data, drawings or other externally-generated publications for which the originating agency maintains the original "record copy," periodicals, books, clippings, brochures, catalogs, trade journals, vendor price lists, extra copies of manuals, publications, etc.</p>	Review annually and destroy when no longer needed for administrative purposes	
<p>5. Subject Files Arranged by subject, these may contain correspondence, memoranda board minutes, other minutes, reports, etc., concerning policy, procedure, organization, programs, fiscal or personnel matters, and regulations.</p>	<p>a. If originals are filed here, select and retain permanently those documents of continuing administrative, fiscal, legal or research value</p> <p>b. If these are duplicates and the originals are filed elsewhere, destroy when no longer needed</p>	May be microfilmed

<p>6. Task Force or Committee Files</p> <p>Records relating to the establishment, organization, membership, and policy of any task forces or committees for which the office is the presiding official or the logical keeper of the records. May include minutes, agenda of meetings, correspondence, policies, procedures, final reports, and other relevant supporting materials.</p>	<p>Permanent</p>	<p>May be microfilmed</p>
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MONTANA LOCAL GOVERNMENT RETENTION AND DISPOSITION SCHEDULE

SCHEDULE TITLE: **SCHOOL DISTRICTS**

IV. GENERAL RECORDS - cont.

Record Series Title and Description	Retention and Disposition	Citation /Comments
7. Non-Record Materials Duplicate copies of other documents retained only for convenience; outdated blank forms; routing slips or telephone slips that do not contain annotations of significance; personal correspondence of a solely personal nature kept at the office for convenience (file separately from office records); publications, such as periodicals, books, clippings, brochures, catalogs, and trade journals.	Retain until no longer needed; destroy	

SCHEDULE TITLE: **SCHOOL DISTRICTS**

HAZARD COMMUNICATION PROGRAM

[illegible]

4. Labels and Other Forms of Warning (Employers shall ensure that each container of hazardous chemicals in the workplace is labeled, tagged, or marked with the following information: identity of the hazardous chemical(s) contained therein, and appropriate hazard warnings. The employer may use signs, placards, process sheets, batch tickets, operating procedures, or other such written materials in lieu of affixing labels to individual stationary process containers.)	Retain until superseded; destroy	2 9 C F R 1910.1200 (f), and 50-78-206, MCA
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MONTANA LOCAL GOVERNMENT RETENTION AND DISPOSITION SCHEDULESCHEDULE TITLE: **SCHOOL DISTRICTS****V. LIBRARY RECORDS.**

Record Series Title and Description	Retention and Disposition	Citation /Comments
1. Card Catalog, Paper Format or Computer (see also shelf lists - #9)	Retain until superseded; destroy	
2. Cataloging Sheets (optional)	Retain until no longer needed; destroy	
3. <u>Circulation Records</u> : (Note: Circulation records are confidential) a. List of materials circulated by item b. List of materials circulated by patron c. List of fees and fines d. Statistics: Annual e. Statistics: Monthly	a. 1 year after last entry; destroy b. Retain until return of the item; destroy c. Retain 2 years after a successful audit; destroy d. Permanent e. 3 years; destroy	Confidential destruction
4. Interlibrary Loan (ILL) Records/Copyright Compliance	3 years; destroy	Public Law 94-553, Section 107
5. Missing/Lost Books Listing	Retain until superseded; destroy	
6. Patron Registration Cards/Records	Retain until replaced or inactive	
7. Purchase Orders (copies/duplicates)	8 years; destroy	
8. <u>Reports</u> : a. Library's annual report b. Annual circulation statistics c. Monthly circulation statistics d. Annual reference statistics e. Monthly reference statistics	a. Permanent b. Permanent c. Destroy after publication of annual circulation statistics d. Permanent e. Destroy after publication of annual reference statistics	
9. Shelf Lists (record of holdings)	Should reflect current collection	

MONTANA LOCAL GOVERNMENT RETENTION AND DISPOSITION SCHEDULE

SCHEDULE TITLE: **SCHOOL DISTRICTS**

VII.MISCELLANEOUS RECORDS

Record Series Title and Description	Retention and Disposition	Citations /Comments
1. School Newspapers	Permanent (1 copy)	May be kept by the school library
2. School Yearbooks	Permanent (1 copy)	May be kept by the school library
3. Student Handbooks	Permanent (1 copy)	May be kept by the school library

MONTANA LOCAL GOVERNMENT RETENTION AND DISPOSITION SCHEDULE

SCHEDULE TITLE: **SCHOOL DISTRICTS**

VIII.PAYROLL

Record Series Title and Description	Retention and Disposition	Citation/Comments
1. Absence Reports	8 years; destroy	
2. Additional Duty Forms	8 years; destroy	
3. Alphabetical Registers	8 years; destroy	
4. Blank Payroll Checks/Warrants	8 years; destroy	
5. Canceled Payroll Warrants	8 years; destroy	
6. <u>Enrollment:</u> a. Disability insurance b. Direct deposit printouts c. Earnings individual records d. Life insurance e. Health/dental insurance f. Tax sheltered annuity g. United funds h. Union dues i. Other payroll deductions	a. 8 years; destroy b. 8 years; destroy c. 8 years; destroy d. 8 years; destroy e. 8 years; destroy f. 8 years; destroy g. 8 years; destroy h. 8 years; destroy i. 8 years; destroy	
7. Insurance Reports and Bills	8 years; destroy	
8. Payroll Distribution Report	8 years; destroy	
9. Payroll Deduction Report	8 years; destroy	
10. <u>Reports:</u> a. Unemployment compensation b. Social security reports c. State and federal tax reports e. Stop payment f. Union g. PERD h. TRS	a. 8 years; destroy b. 8 years; destroy c. 8 years; destroy e. 8 years; destroy f. 8 years; destroy g. 8 years; destroy h. 8 years; destroy	
11. Retirement Reports (PERS-TRS, etc.)	8 years; destroy	
12. Salary Schedule Printouts	8 years; destroy	
13. Time Cards/Time Sheets	8 years; destroy	
14. Vacation/Personal Leave Records	8 years; destroy	
15. Wage/Salary History	Permanent	
16. W-2 Forms	8 years; destroy	
17. W-4 Forms	Retain until superseded; destroy	

MONTANA LOCAL GOVERNMENT RETENTION AND DISPOSITION SCHEDULE

SCHEDULE TITLE: **SCHOOL DISTRICTS**

IX. PERSONNEL RECORDS

EMPLOYEE RECORDS *		
Record Series Title and Description	Retention and Disposition	Citation /Comments
1. Applications: Hired	8 years after date of retirement, resignation, or termination; destroy	
2. Applications: Not Hired	3 years; destroy	
3. Arbitration Decisions - Negotiator	Permanent	
4. Athletic Activity Contracts	8 years beyond date of initial contract; destroy	
5. Affirmative Action Files Sexual Harassment and Discrimination	Permanent	
6. Certificates of Previous Experience	1 year after date of hire; destroy	
7. Classification Studies (description of job duties of individual school district positions)	Retain until superseded; destroy	
8. Disability Insurance Claims (claims filed by employees for a disability insurance program)	8 years after final settlement of claim; destroy	
9. Eligibility Register (lists of job applicants who have qualified for positions within a district)	Retain until 3 years after the job has been filled; destroy	
10. Employee Deficiency/Termination Reports	5 years after termination; destroy	
11. Equal Employment Opportunity Reports/Summary Data Reports sent to Federal Government	3 years; destroy	
12. Evaluation Records	10 years after date of retirement, resignation or termination; destroy	
13. Fair Labor Standards Act (salary schedules, employee classification, compensation periods, work schedules/ periods.)	Permanent	
14. Grievance Files (employee grievances and/or complaints filed under a labor agreement or personnel rules; this also relates to arbitration files and related court cases)	Work years plus 10	

***The American with Disabilities Act (ADA) of 1990 requires that medical records are maintained separately from other employee personnel records. Medical records are confidential and access is limited as provided by the ADA.**

MONTANA LOCAL GOVERNMENT RETENTION AND DISPOSITION SCHEDULE

SCHEDULE TITLE: **SCHOOL DISTRICTS**

IX. PERSONNEL RECORDS - cont.

EMPLOYEE RECORDS - cont.*		
Record Series Title and Description	Retention and Disposition	Citation /Comments
15. Health and Dental Insurance Waivers	1 year after date of retirement, resignation, or termination; destroy	
16. Health and Safety Bulletins/Manuals	Retain until superseded; destroy	
17. Injury Frequency Charts	8 years; destroy	
18. Individual Teaching Contracts	8 years after termination; destroy	
19. Insurance Certificates and Policies	8 years after expiration; destroy	
20. Insurance Premium Reports	8 years from date of creation; destroy	
21. Insurance Working Files	8 years from date of creation; destroy	
22. Immigration and Nationalization Services Forms	3 years from date of hire, or one year after termination, whichever is later; destroy	
23. Labor Union Contracts (contracts between school district and various labor unions including: correspondence, salary schedules, personnel policies.)	8 years after expiration; destroy	
24. Labor Union: Disputes	Permanent	
25. Labor Union: Negotiations Minutes	Permanent	
26. <u>Medical Records:</u> (includes disability documentation, medical exams, inquiries about medical conditions, disabled status certifications, TB tests, etc.)	Work years plus 10; destroy	The Americans with Disabilities Act (ADA) of 1990 requires that medical records are maintained separately from other employee personnel records; medical records are confidential and access is limited as provided by the ADA
27. Moving and Relocation Agreements	Work years plus 10; destroy	
28. Non-Union Salary Determination (annual salary schedules for all non-union employees)	8 years after expiration; destroy	

29. Notices of Claims	8 years; destroy	
30. OSHA: Employee Accident Reports	8 years from date of accident; destroy	

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MONTANA LOCAL GOVERNMENT RETENTION AND DISPOSITION SCHEDULE

SCHEDULE TITLE: **SCHOOL DISTRICTS**

IX. PERSONNEL RECORDS - cont.

EMPLOYEE RECORDS - cont.*		
Record Series Title and Description	Retention and Disposition	Citation /Comments
<p>31. OSHA: Employee Exposure Records (an employee exposure record is a record containing any of the following kinds of information: environmental (workplace) monitoring or measuring of a toxic substance or harmful physical agent; biological monitoring results; material safety data sheets indicating that the material may pose a hazard to human health; or, in the absence of the above, a chemical inventory or any other record which reveals where and when used and the identity of a toxic substance or harmful physical agent)</p> <p>a. Background data to environmental (workplace) monitoring or measuring, such as laboratory reports and worksheets</p> <p>b. Material safety data sheets</p> <p>c. Chemical inventory (or any other record which reveals where and when used and the identity of a toxic substance or harmful physical agent)</p> <p>d. Biological monitoring results designated as exposure records by specific occupational safety and health standards</p>	<p>At least 30 years; destroy</p> <p>a. 1 year as long as the sampling results, the collection methodology (sampling plan), a description of the analytical and mathematical methods used, and a summary of other background data relevant to interpretation of the results obtained, are retained for at least 30 years; destroy</p> <p>b. Need not be retained for any specified period <i>as long as</i> some record of the identity of the substance or agent, where it was used, and when it was used is retained for at least 30 years; destroy</p> <p>c. Need not be retained for any specified period <i>as long as</i> some record of the identity of the substance or agent, where it was used, and when it was used is retained for at least 30 years; destroy</p> <p>d. Retain as required by the specific standard</p>	<p>2 9 C F R 1910.1020 (d) [f o r m e r l y 1910.20], and adopted by the M o n t a n a Department of Labor and Industry; the form, manner, or process by which an employer preserves a record is not mandated <i>as long as</i> the information contained in the record is preserved and retrievable, except that chest x-ray films shall be preserved in their original state</p>

*The American with Disabilities Act (ADA) of 1990 requires that medical records are maintained separately from other employee personnel records. Medical records are confidential and access is limited as provided by the ADA.

MONTANA LOCAL GOVERNMENT RETENTION AND DISPOSITION SCHEDULE

SCHEDULE TITLE: **SCHOOL DISTRICTS**

IX. PERSONNEL RECORDS - cont.

EMPLOYEE RECORDS - cont.*		
Record Series Title and Description	Retention and Disposition	Citation /Comments
<p>32. OSHA: Employee Medical Records (an employee medical record is a record concerning the health status of an employee which is made or maintained by a physician, nurse, or other health care personnel or technician, including: medical and employment questionnaires or histories; the results of medical examinations; medical opinions, diagnoses, progress notes, and recommendations; first aid records; descriptions of treatments and prescriptions; and employee medical complaints)</p> <p>a. Health insurance claims records maintained separately from the employer's medical program and its records</p> <p>b. First aid records (not including medical histories) of one-time treatment and subsequent observation of minor scratches, cuts, burns, splinters, and the like which do not involve medical treatment, loss of consciousness, restriction of work or motion, or transfer to another job, if made on-site by a non-physician and if maintained separately from the employer's medical program and its records</p> <p>c. Medical records of employees who have worked for less than 1 year for the employer</p>	<p>At least the duration of employment plus 30 years; destroy</p> <p>a. Need not be retained for any specified period</p> <p>b. Need not be retained for any specified period</p> <p>c. Need not be retained beyond the term of employment if they are provided to the employee upon the termination of employment</p>	<p>2 9 C F R 1910.1020 (d) [f o r m e r l y 1910.20], and adopted by the M o n t a n a Department of Labor and Industry</p>
33. Performance of Work Contracts	10 years after action is completed; destroy	
34. Other Individual Employment Contracts	8 years after termination; destroy	
35. Pay Plan Exception - Individual	Work years plus 10; destroy	
36. Pay Plan Exception - Blanket	5 years; destroy	
37. Performance Appraisals	3 years minimum and 2 years after last used in an employment decision; destroy	
38. Personnel Files; Individual Containing applications, accident reports, citations, personal history, employee references, and letters of appointment/promotion, termination/resignation	10 years after date of retirement, resignation or termination; destroy	

*The American with Disabilities Act (ADA) of 1990 requires that medical records are maintained separately from other employee personnel records. Medical records are confidential and access is limited as provided by the ADA.

MONTANA LOCAL GOVERNMENT RETENTION AND DISPOSITION SCHEDULE

SCHEDULE TITLE: **SCHOOL DISTRICTS**

IX. PERSONNEL RECORDS - cont.

EMPLOYEE RECORDS - cont.*		
Record Series Title and Description	Retention and Disposition	Citation /Comments
39. Personnel Files: Summer School Applications, contracts and miscellaneous correspondence for summer employment	10 years after date of retirement, resignation or termination; destroy	
40. Personnel Manuals	Retain until superseded; destroy	
41. Personnel and Promotion List	10 years after date of recruitment; destroy	
42. Position Recruitment File (relating to posting, recruitment, selection and appointment to each position)	3 years after date of recruitment; destroy	
43. Requisition for Personnel (request for personnel to fill job vacancies)	3 years; destroy	
44. Summons/Pleadings, Other Legal Documents	Permanent	
45. <u>Staff Accident Reports</u> a. Injury claims b. Worker's compensation c. Public liability d. Settlements	a. 1 year after settlement; destroy b. 1 year after settlement; destroy c. 1 year after settlement; destroy d. Permanent	
46. Substitute Teacher Reports	8 years from date of hire; destroy	
47. Teaching Certificates (including permits and certifications)	Permanent	
48. Transcript of College Credit	Retain until terminated; destroy	
49. Unemployment Claims/Compensation	6 years after date of claim; destroy	
50. Worker's Compensation Claims (injury reports and correspondence dealing with injuries)	1 year after date of claim/settlement; destroy	

*The American with Disabilities Act (ADA) of 1990 requires that medical records are maintained separately from other employee personnel records. Medical records are confidential and access is limited as provided by the AD

MONTANA LOCAL GOVERNMENT RETENTION AND DISPOSITION SCHEDULE

SCHEDULE TITLE: **SCHOOL DISTRICTS**

X. PUPIL AND INSTRUCTION RECORDS -**Individual Students**

Record Series Title and Description	Retention and Disposition	Citation /Comments
<p>1. <u>Individual Student Records:</u> Required Records a. Name and address of student b. Name and address of parent(s) or guardian c. Date of birth d. Academic work completed e. Level of achievement (e.g., grades, standardized test scores, grade level completed) f. Immunization record g. Attendance data Recommended Records h. Access log i. Health records (should be maintained separately) j. Standardized test results less than three years old (e.g., intelligence, aptitude, interest or personality tests) k.. Educational and vocational plans l. Record of extracurricular activities m. Objective teacher evaluations/reports n. Parental authorization or prohibitions o. Discipline records (may be maintained separately)</p>	<p>a. - g. Permanent</p> <p>h. - o. Destroy, in accordance with board policy, after the student graduates or permanently leaves the district</p>	<p>20-1-212, MCA, and OPI's <i>Montana School Accreditation Standards and Procedures Manual</i></p> <p>Access only by the parents or eligible students designated under Access Rights</p>
<p>2. <u>Directory Information:</u> "Information contained in an education record of a student, which would not generally be considered harmful or an invasion of privacy if disclosed." It includes, but is not limited to: a. Name, address, telephone number of student b. Date and place of birth c. Major field of study d. Participation in officially-recognized activities and sports e. Weight and height of members of athletic teams f. Dates of attendance g. Degrees and rewards received h. Most recent previous education agency or institution attended by the student</p>	<p>a. - h. Destroy, in accordance with board policy, after the student graduates or permanently leaves the district</p>	<p>20-1-212, MCA, and OPI's <i>Montana School Accreditation Standards and Procedures Manual</i></p>

MONTANA LOCAL GOVERNMENT RETENTION AND DISPOSITION SCHEDULE

SCHEDULE TITLE: **SCHOOL DISTRICTS**

X. PUPIL AND INSTRUCTION RECORDS - Individual Students - cont.

EXAMPLES Applying OPI's Retentions to Specific Records		
Record Series Title and Description	Retention and Disposition	Citation/Comments
Absence Slips	Retain 3 years; destroy	Attendance data needs to be kept permanently (1.g), but if the information has been transferred into the permanent file, the slips only need to be kept for 3 years
Academic Work Completed	Permanent	(1.d)
Athletic Records	Retain 8 years after student graduates or permanently leaves the school district; destroy	Athletic records about an individual student may be destroyed after the student graduates or permanently leaves the district (1.i); the school's records about operating extracurricular activities should follow the retention for those records in other portions of this schedule
Accident Reports Accidents originating during the school year and on school premises	Retain 3 years after the student reaches the age of majority; destroy	Such reports would most likely be filed with the student's health records, which may be destroyed after the student graduates or permanently leaves the district (1.i.)
Attendance Reports	Permanent	(1.g)
Class Schedules	Retain 8 years after high school graduation; destroy	Not addressed in OPI's schedule
Driver/Traffic Education Records: Application for Driver Education Certificates	Retain 3 years; destroy	Academic work completed data needs to be kept permanently (1.d), but if the information has been transferred into the permanent file, the various forms may be destroyed
Grade Level Completed	Permanent	(1.e)
Health Care Records	Retain 1 year after student leaves the school district; destroy	(1.i) Because medical records are considered confidential and access is limited by the Americans with Disabilities Act (ADA) of 1990, it is recommended that medical records be maintained separately from other records
Home-Based Education Application	Retain 1 year after graduation; destroy	Not addressed in OPI's schedule

Home Language Reports	Retain 1 year after student leaves the school district; destroy	(1.m)
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MONTANA LOCAL GOVERNMENT RETENTION AND DISPOSITION SCHEDULE

SCHEDULE TITLE: **SCHOOL DISTRICTS**

X. PUPIL AND INSTRUCTION RECORDS - Individual Students - cont.

EXAMPLES Applying OPI's Retention to Specific Records		
Records Series Title and Description	Retention and Disposition	Citation/Comments
<u>Kindergarten Records:</u> a. Applications b. Health Forms/Reports c. Parent Interview Forms d. Photograph e. Registration Forms f. Reports	a. - f. Retain 8 years after high school graduation; destroy	a. Not addressed by OPI b. (1.i) c. Not addressed by OPI d. Not addressed by OPI e. Not addressed by OPI f. (1.m)
Listing of Disclosure and Transfer of Student Records	Permanent	
Permanent Record Card	Permanent	
Permission for Release of School District Records	Permanent	
Report of Students Leaving School	Permanent	
Scholarship Records, Elementary and/or High School	Destroy after the student graduates or permanently leaves the district	See "Directory Information" (2)
Standardized Test Results: a. Academic tests b. Intelligence, aptitude, interest, or personality tests	a. Permanent b. 8 years after high school graduation or the student permanently leaves the district; destroy	a. (1.e) b. (1.j)
Tardy Sheets	Retain 3 years; destroy	Attendance data needs to be kept permanently (1.g), but if the information has been transferred into the permanent file, the sheets only need to be kept for 3 years

MONTANA LOCAL GOVERNMENT RETENTION AND DISPOSITION SCHEDULE

SCHEDULE TITLE: **SCHOOL DISTRICTS**

X. PUPIL AND INSTRUCTION RECORDS - Groups of Students

Record Series Title and Description	Retention and Disposition	Citation/Comments
1. Report of Non-English-Speaking Students	8 years; destroy	
2. Report of Students Leaving School	Permanent	
3. School Census Report	Permanent	If the original census has been filed with the county superintendent of schools, the school district's copy (a duplicate) may be destroyed
4. Teacher's Class Records	8 years after high school graduation; destroy	Academic work completed data (ix,1.d) and attendance data (ix,1.g) needs to be kept permanently in each student's individual file, but if the information has been transferred into the permanent file, the registers may be destroyed

MONTANA LOCAL GOVERNMENT RETENTION AND DISPOSITION SCHEDULE

SCHEDULE TITLE: **SCHOOL DISTRICTS**

X. PUPIL AND INSTRUCTION RECORDS - Instruction and Grade Reporting

Record Series Title and Description	Retention and Disposition	Citation /Comments
1. Curriculum Guides	Retain until superseded; destroy	
2. <u>Grades:</u> a. Grade books b. Grade reports (periodic grade reports created for internal administrative purposes, providing data on grades or grade rankings by class, teacher, course, population, ethnic breakdown, etc.) c. Report cards (copies of report cards or grade reports or a comparable record evidencing the grades that have been reported for a student to the student's parents)	a. 1 year after entry of grades in the individual students' permanent file; destroy b. As long as administratively valuable; destroy c. 1 year after entry of grades in the individual students' permanent file; destroy	
3. Lesson Plans	As long as administratively valuable; destroy	

MONTANA LOCAL GOVERNMENT RETENTION AND DISPOSITION SCHEDULE

SCHEDULE TITLE: **SCHOOL DISTRICTS**

XI. PURCHASING RECORDS

Record Series Title and Description	Retention and Disposition	Citation /Comments
1. Accounting Records.	8 years; destroy	
2. Bids and Contracts	8 years; destroy	
3. Check Register	8 years; destroy	
4. Monthly Bank Statement	8 years; destroy	
5. Monthly Deduction Reports	8 years; destroy	
6. Performance Guarantee/Warrant of Vendor	Length of warranty; destroy	
7. Stock Requisitions	8 years; destroy	
8. Textbook Disposition Report	1 year; destroy	

MONTANA LOCAL GOVERNMENT RETENTION AND DISPOSITION SCHEDULE

SCHEDULE TITLE: **SCHOOL DISTRICTS**

XII.EXTRACURRICULAR FUNDS RECORDS

EXTRACURRICULAR FUNDS Extracurricular Funds (Activity Accounts, Student Association)		
Record Series Title and Description	Retention and Disposition	Citation /Comments
1. Audit Reports	3 years if filed with state, if not filed with state than permanent	
2. Bank Statements (paid checks, deposit tickets, other items)	8 years; destroy	
3. Claims and/or Vouchers	8 years; destroy	
4. Contracts and/or Agreements	8 years after expiration; destroy (retention period begins at the time the records are created)	
5. Fund Transfer Authorizations	8 years; destroy	
6. <u>Inventory</u> : a. Equipment b. Stock-in-trade	a. Permanent b. 8 years; destroy	
7. <u>Investments</u> : a. Certificates of Deposits (CD) b. Savings accounts c. Money market accounts d. Other investment accounts	a. 8 years; destroy b. 8 years; destroy c. 8 years; destroy d. 8 years; destroy	
8. Ledgers (activity records and/or accounts)	8 years; destroy	
9. Minute Books (student and school district)	Permanent	
10. Purchase Orders	8 years; destroy	
11. Records on Nonsufficient Fund Checks	8 years; destroy	

MONTANA LOCAL GOVERNMENT RETENTION AND DISPOSITION SCHEDULE

SCHEDULE TITLE: **SCHOOL DISTRICTS**

XIII. SPECIAL EDUCATION RECORDS

Record Series Title and Description	Retention and Disposition	Citation /Comments
1. <u>Individual Student Records:</u> a. Access log b. Current referral forms c. Permission for evaluation d. Child study team report, with accompanying evaluation data e. Individualized education program f. Permission for program placement g. Other special education records as required	a. - g. Destroy five years from the end of the student's special education services, or per parent request (300.573 C.F.R.) when no longer needed by the school*	20-1-212, MCA, and OPI's <i>Montana School Accreditation Standards and Procedures Manual</i> Access only by the parents or eligible students designated under Access Rights
2. Count of Children Transferring to Local Education Agencies from State-Operated and State-Supported Programs	8 years; destroy (see Appendix B for information on destroying Special Education records)	
3. <u>Enrollment Reports:</u> a. Exceptional education b. Therapy services	8 years; destroy	
4. <u>Funds:</u> a. Discretionary funds b. Flow-through funds c. Local educational agency transfer funds d. Preschool discretionary funds e. Preschool entitlement funds	8 years; destroy	
5. <u>Plan and Claim/Annual Plan of Services:</u> a. Early childhood b. EEN leadership c. Emotionally disturbed d. Exceptional education e. Hearing f. Homebound instruction g. Mentally retarded h. Physically handicapped/other health impairment i. School age parents program j. School district plan/exceptional needs assessment k. School psychologist services financial plan & claim l. School psychologist's plan & report m. School social work services financial plan & claim n. School social worker's plan & report o. Speech language p. Special education plan & claim q. Special learning disabilities r. Summary of programs/plan and claim	a. 8 years; destroy b. 8 years; destroy c. 8 years; destroy d. 8 years; destroy e. 8 years; destroy f. 8 years; destroy g. 8 years; destroy h. 8 years; destroy i. 8 years; destroy j. 8 years; destroy k. 8 years; destroy l. 8 years; destroy m. 8 years; destroy n. 8 years; destroy o. 8 years; destroy p. 8 years; destroy q. 8 years; destroy r. 8 years; destroy	
6. Project Applications	8 years; destroy	
7. Registration of Blind Students	8 years; destroy	

**See Appendix B for information on destroying Special Education records.*

SDR XIII-1

Appendix A

Request and Authorization for Records Disposal

Approval from the school district's board of trustees is required before disposing of school records that have met the retention periods listed in this schedule. The following form is provided for your convenience in obtaining that approval and in keeping a record of what has been disposed of.

For records not included on this schedule, this form must be submitted to the Local Government Records Committee's Destruction Subcommittee for approval in addition to obtaining destruction approval from the board of trustees. The Destruction Subcommittee will research the legal retention requirements for the record series you submit on a "Request and Authorization for Records Disposal." In most cases the information you submit will be used to update the retention schedules.

MONTANA LOCAL GOVERNMENT RECORDS COMMITTEE
Records Destruction Subcommittee

REQUEST AND AUTHORIZATION FOR RECORDS DISPOSAL

FROM:		TO: Montana Local Government Records Comm c/o Local Government Services Bureau Montana Department of Commerce 1424 Ninth Avenue PO Box 200501 Helena, MT 59620-0501
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Authorization is hereby requested for the disposal of the following records:

DESCRIPTION OF RECORDS (include any identifying numbers)	INCLUSIVE DATES From To	DISPOSITION Destroy Dispose Keep	COMMENTS
EXAMPLE: Board Minutes	Jan. 1, 1919-June 30,		Transfer to county mus

Authorization is granted on the express condition that all the fiscal records involved have been audited and the audit approved, or such records are not required for future audit, and that all of the records listed have ceased to have sufficient value to warrant future retention

ORDERED BY	APPROVED BY
<div style="display: flex; justify-content: space-between;"> <div>Chairman of Board of Trustees</div> <div>Date</div> </div>	<div style="display: flex; justify-content: space-between;"> <div>Montana Department of Commerce Subcommittee Member</div> <div>Da</div> </div>
<div style="display: flex; justify-content: space-between;"> <div>Records Custodian</div> <div>Date</div> </div>	<div style="display: flex; justify-content: space-between;"> <div>Montana State Archives Subcommittee Member</div> <div>Da</div> </div>

CERTIFICATION OF DESTRUCTION

I hereby attest that I have destroyed all records marked “destroy” by means of (check one) burning •, shredding •, recycling •, burial •
 this _____ day of _____ 199 _____. I further attest that all items marked “dispose” or “keep” were not destr

Name and Title

Destruction of Special Services Records

SPECIAL SERVICES RECORDS

Federal Regulation 300.573 (C.F.R.)

- (a) The public agency shall inform parents when personally-identifiable information collected, maintained, or used under this part is no longer needed to provide educational services to the child.
- (b) The information must be destroyed at the request of the parents. However, a permanent record of a student's name, address, and phone number, his or her grades, attendance record, classes attended, grade level completed, and year completed may be maintained without time limitation.

NOTE: Under 300.573, the personally-identifiable information on a child with a disability may be retained permanently unless parents request that it be destroyed. Destruction of records is the best protection against improper and unauthorized disclosure. However, the records may be needed for other purposes. In informing parents about their rights under this section, the agency should remind them that the records may be needed by the child or the parents for social security benefits or other purposes. If the parent requests that the information be destroyed, the agency may retain the information in paragraph (b) of this section.

Office of Special Education (OSE) Policy Letter

Under Regulations 76.730 and 76.731, states and their subgrantees, including school districts, must retain records... for a *minimum* of five years. School districts and evaluation centers, however, may need to maintain records of evaluations for longer periods of time, dependent upon state regulations... Under Regulation 300.573 a parent must be notified, in accordance with the requirements of state law, when personally-identifiable information is no longer needed to provide educational services to a child.

How Does a School District Implement These Regulations?

The following procedure is utilized by some special services cooperatives and member districts in the destruction of special education records. Parent(s) or the student - after he or she reaches the age of 18 - have the option to request the destruction of the student's confidential special education records when such records are no longer needed to provide education services to the child. Until destruction is appropriately requested, the cooperative or member district shall maintain special education records for a minimum of five years beyond legal age. The cooperative or member district will make a reasonable effort to provide parents/students with six days notification before the destruction occurs. Following is a sample news release that may be placed in your local newspapers.

SAMPLE NEWS RELEASE

The _____ schools will soon destroy special education/speech-language therapy records of former students who have been out of school for at least five years. Former students may contact _____ within sixty days of this notice if they wish to review the files or obtain copies of the information contained in them. The information to be destroyed shall not include data collected on a routine basis that is maintained on all school children (such as the student's name, address, telephone number, grade level completed and year completed.) The data to be destroyed shall include information collected for identification, location, evaluation, and other items directly related to special education services which the student had received. Parents of students still in school but not in special education for at least five years may also request that their children's records be destroyed. Parents of these students also have the right to inspect the special education records and obtain copies of the information contained in those records before they are destroyed. Persons having questions about this process or those persons wishing to request that records be destroyed may contact _____ at _____ for assistance.

In informing parents about their rights under this section, _____ Special Services Cooperative and member districts will provide information stating that the records may be needed by the parents or the child in an attempt to obtain social security or other benefits.

*Retention schedules are complex and require frequent updates to keep them current.
To suggest additions, corrections, or other changes,
contact the Committee at:*

Montana Local Government Records Committee
c/o Local Government Services Bureau
Montana Department of Commerce
PO Box 200501
1424 Ninth Avenue
Helena, MT 59620-0501
(406) 444-3010